REPLY TO
ATTENTION OF:

CEIM-IR (25-li)   1 September 1998

MEMORANDUM THRU All HQUSACE Elements and USACE Commands, ATTN:
                  Directors and Chiefs of Information Management

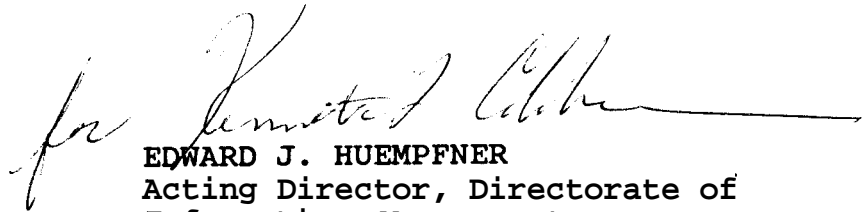FOR Records Managers/Official Mail Managers

SUBJECT: Army Contractor's Mail

1. Reference TAPC-PDR memorandum, dated 17 Jun 98, SAB.

2. When appropriated funds for postage are used, the return
address on outgoing mail pertaining to official DoD functions
must be that of the functional office, not the contractor's name.
Contractors must pay for postage with contractor's funds, not
appropriated funds, on outgoing mail that has a return address
that includes the name of the contractor.

3. It is illegal for contractors to use official mail centers to
send or receive -mail pertaining to the business of their company.
Appropriated funds are used to pay for the resources necessary to
operate official mail centers, even when they are operated by
contractors.

4. Contractors must either pick up their mail from the post
office or have it delivered by the U.S. Postal Service (USPS).
The current agreement between the DoD and the USPS requires the
USPS to deliver mail to civilian businesses on domestic DoD
installations.

5. Legally, corporations and other types of businesses are
considered to be individuals or persons. Title 18, U.S. Code,
Chapter 31, Section 641, establishes penalties for individuals
converting appropriated funds for their personal use, or for the
use of another person. As an example, an individual who signs
orders, policies, or contracts could convert appropriated funds
to another person. Please refer questions of this matter to the
local legal office.

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6. HQUSACE point of contact is Dianne Barnes, Official Mail Manager, at (202) 761-5021 or DSN 763-5021. E-mail address is celia.d.barnes@mail.usace.army.mil.

FOR THE COMMANDER:

EDWARD J. HUEMPFNER
Acting Director, Directorate of
Information Management

CF: District Commands